

STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST FOR EXEMPTION FROM HRS CHAPTER 103D

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DEPARTMENT OF DEFENSE  
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

Hire two (2) consultants to conduct confidential interviews with individual state employees (up to 70) to obtain comprehensive, genuine, and sincere feedback on their feelings about their work environment. Provide written summaries of the feedback. Conduct an in-depth analysis of the responses indentifying issues, concerns and problems that prevent the development of a postive and wholesome work environment. Provide a final report that includes concrete recommendations on improving the workplace that are feasible and effective. Complete the project in six (6) weeks.

2. Vendor/Contractor/Service Provider: Dr. Neal Milner and Mr. Henry Kanda

3. Amount of Request:  
\$ \$15,000 (\$7,500 each)

4. Term of Contract From: 1-Mar-12 To: 30-Apr-12

5. Prior SPO-007, Procurement Exemption (PE): none

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

Due to the 70 or so employees that need to be interviewed on a one-on-one basis, it would be more efficient to have the 2 consultants split the group into 2 halves. This would result with the project being completed in half the time that it would normally take only 1 consultant to do. In a conventional small purchase procurement, only 1 awardee is selected. For this project, 1 awardee would not be practicable, given its size and complexity.

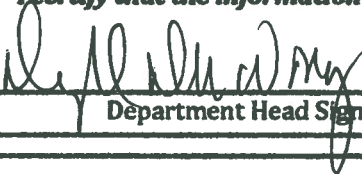
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Dr. Milner will be contacted and his credentials verified. Among these are his length of experience in workplace issues, including identification and resolution of employee conflicts especially in Hawaii's public employment sector. Finally, confirmation shall be made as to his willingness to collaborate with Mr. Henry Kanda, the other independent consultant, on this project. Mr. Henry Kanda will be contacted in the same manner.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any.  
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Kenneth Nakagawa	DOD	733-4259	knakagawa@dod.hawaii.gov

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided above is, to the best of my knowledge, true and correct.**



Department Head Signature

JAN 19 2011

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 1/20/12

Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

**Chief Procurement Officer (CPO) Comments:**

This request is disapproved as it lacks justification as an exempt procurement. The department is required to use the appropriate method of procurement to obtain the required services (i.e. small purchases or HePS Request for Quotation). In addition, Procurement Delegation No. 2010-01, Amendment 1 states "...procurement requests submitted to the SPO from departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned." Although no written delegated procurement authority is required for a *Notice of Request for Exemption from HRS Chapter 103D*, the SPO does not have a record of attendance at the appropriate mandatory procurement training for the person identified in no. 8.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

☐ Approved

☒ Disapproved

☐ No Action Required



Chief Procurement Officer Signature

2/7/2012  
Date